



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

(FINANCE SECTION)

REF.FIN/TA/DA/2005-06

DATE:- _____

SUBJECT: RECOVERY NOTICE FORM

AN ADVANCE OF RS. _____ (RUPEES _____) WAS
DRAWN BY SHRI / SMT. _____ ON _____ THROUGH CHEQUE NO. /
CASH _____ DATED _____ TOWARDS VISIT TO _____ IN
CONNECTION WITH _____. THE DETAILS OF WHICH HAVE BEEN / HAVE NOT
BEEN SUBMITTED.

OR

AN AMOUNT OF RS. _____ (RUPEES _____) HAS BEEN
ADJUSTED AND THE BALANCE OF RS. _____ REMAINS TO BE COLLECTED.

THEREFORE, SHRI / SMT. _____ MAY BE REQUIRED TO DEPOSIT THE
BALANCE SO AS TO SETTLE HIS / HER ADVANCE BALANCE WITH FINANCE SECTION
WITHIN 7 DAYS ELSE THE AMOUNT WILL BE RECOVERED FROM THE PAY AND
ALLOWANCES.

AFO

DFO

TO